

**MONTANA STATE PRISON**  
**600 Conley Lake Road**  
**Deer Lodge, Montana 59722**  
**Internal/External**

Job Title: RN/Mid-Level Practitioner	Pay band: 7
Position Number: 11046	Salary: \$31.00 - \$34.00 /hourly
Classification Code: 291617	Bargaining Unit: None
Division: Montana State Prison	Status: Permanent, full-time
Department: Corrections	12 hr. shift/nights/weekends
Location: Deer Lodge, MT	
Supplement required: Yes, Reference and Criminal Background Check authorization	

To Apply: Submit a State of Montana Application form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Position closes **5/30/08**. Attach a copy of the required license or professional certificate when a degree is required and Reference and Criminal Background Check authorization form to application. Application materials are available on the Web at: <http://www.mt.gov/statejobs/statejobs.asp>.

Special Information: Upon employment, successful completion of Basic training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment.

Typical Duties: Provides initial assessments, evaluation, and medication management for inmates in MDIU. Assists the Psychiatrist in managing clinics and medication management for inmates on the psychiatric caseload. Communicates with and provides documentation for the Psychiatrist including initial assessments and progress notes and develops a working mental health diagnosis. Provides supervision to the Mental Health LPN assigned to the Mental Health Department to ensure compliance with nursing standards and practice. Provides direct supervision of the 16-bed inpatient Mental Health Unit and the Mental Health Technicians assigned to the unit as well as one Activity Therapist. This involves planning and ensuring that the technicians carry out their required duties so that the inmates residing on the unit receive the appropriate care. Oversees the development of behavioral and treatment plans for the mental health inmates. Prepares staff schedules, conducting performance evaluations, disciplining staff as necessary per policy. Hires and orients new MHTU staff as well as other mental health staff when needed. Conducts staff meetings with the MHTU Technicians and participate in weekly Mental Health Treatment Team meetings. Ensures the MHTU inmates treatments are being implemented by the assigned case manager/therapist. Revises and updates pertinent forms used on the MHTU to ensure quality documentation. Performs weekly rounds in locked down units and assesses each inmate's mental condition and coping capabilities. Documents the rounds on assigned forms and communicates all documentation to the Psychiatrist. Makes appropriate referrals to other mental health, unit management, or infirmary staff as needed. Is the primary liaison for mental health by the unit management and security staff. Will be on call as part of a rotation process. Uses critical triage and assessment skills to deal with mental health emergencies over the phone and in person. Must be able to strategize and plan complex treatment modalities while ensuring the safety and well-being of staff and inmates. Errors could result in death or danger to inmates. Quick decision making and knowledge of Mental Health Policies and Procedures is required due to involvement in various volatile situations. Must be able to stay calm in emergencies and formulate a plan that will provide the least amount of restriction while keeping a suicidal inmate safe. Will be the final authority when implementing a mental health emergency plan. Communicates all plans with the Command Post and relays information to the Psychiatrist and Mental Health Treatment Team. Directs security and infirmary staff both verbally and in writing to implement emergency plans. Manages the daily documentation and implementation of emergency plans. Guides and directs security staff in the writing and implementation of Behavior Management Plans. Must be able to provide rationale for all emergency plans and treatment plans when communicating with staff to ensure correct implementation and continuity of care.

Qualifications: Skills acquired through formal education and training in the fields of Psychiatric Nursing or Advanced Practice Nursing/Family Nurse Practitioner/Psychiatric Nurse Practitioner, mental health, security, computer, supervision. The ability to develop and implement an adequate psychiatric nursing delivery system, including nursing protocols. Able to provide effective training to a wide variety of staff providing psychiatric and

mental health services. Such ability will necessitate good written and oral communication skills, strong managerial skills as well as strong interpersonal skills. The ability to interact with inmates in an appropriate and therapeutic fashion even in difficult situations. Decision making and problem solving, coping, conflict management, attention to detail, policies, process & procedures, relationship management, team work, tolerance of ambiguity, and communication.

Education & Experience: The above qualifications are typically acquired through a Bachelor's degree in Nursing or other field and licensed or eligible for licensure as a Registered Nurse in the state of Montana. or a Master's Degree in Nursing and be licensed or eligible for licensure as an independent practitioner in the state of Montana and 1-2 years of job-related work experience. A Mid-level provider is preferred but a Psychiatric RN will be considered. A Mid-level provider is preferred but a Psychiatric RN will be considered. Must be licensed or eligible for licensure as an RN or Clinical Nurse Specialist – PHM or NP

An RN may substitute education (BSN) for years of experience - 2 years of experience for every one year of education. One to two years of experience in a psychiatric nurse position is required. Correctional and supervisory experience is preferred. Mid-level Provider: No psychiatric experience is necessary. Correctional and supervisory experience is preferred. A training assignment will be considered for RN's without psychiatric experience.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 7 on the state's general pay matrix. The current hourly salary is \$31- \$34.00, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Montana Compliance with Military Selective Service: You will be required to produce documentation showing you have complied with the Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 5/2003 or later). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be conducted as part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a

contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**  
\_\_\_\_\_

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_